**Support for Energy Education in Communities Programme**

**Application for 2023/24 funding**  
September 2023

**About the SEEC Programme**

The Support for Energy Education in Communities (SEEC) Programme is part of a suite of government initiatives aimed at supporting households experiencing energy hardship. The programme is administered by the Ministry of Business, Innovation and Employment (the **Ministry**).

The purpose of the SEEC Programme is to help build the network of support services that can provide targeted, specialist energy advice and education to households on smart energy use. In turn, this helps to achieve warmer homes and lower energy bills.

The SEEC Programme has two funds.

* **The SEEC Fund.** This is the primary fund that provides funding to expand the capacity of existing energy hardship initiatives, for new schemes (including pilots), or for related training services. The funding is also for initiatives that build the capability of those who can directly help households in energy hardship. It is not available for start-up costs.
* **The SEEC Equipment and Devices Fund.** Applicants can apply for this as part of their SEEC Fund application to purchase low-cost equipment (e.g. LED bulbs) and devices (e.g. sensors) to support the advice they provide to households in energy hardship.

**Funding round 2023/2024**

Up to $2.95million is available in this funding round. The maximum amount that can be sought for any one application in this funding round is $200,000 per project. This funding cap is for the total across the SEEC Fund and SEEC Equipment and Devices Fund.

This round we’re looking for projects that can be substantially delivered within 12 months.

There is also limited funding available to scale-up initiatives delivered by previous SEEC fund recipients. Applicants are eligible for up to $200,000 per year, for up to three years. If you are eligible, and are interested in applying, please indicate your interest when prompted below.

Statistics released earlier this year found Māori and Pacific peoples are more likely to experience energy hardship, so the 2023/2024 funding round will look to support more initiatives that help Māori and Pacific households. However, the assessment panel will consider all applications that meet the assessment criteria on page 14.

**Eligibility**

Applicants must be a New Zealand-based organisation or a New Zealand-registered entity.

Applicants may collaborate with other organisations or businesses on a proposed initiative. Details of any collaboration should be included in the application. Note that, if successful, the Ministry will contract with and provide funding to the applicant only.

Your proposed initiative may involve non-government co-funding. Please outline in your application an estimate of the level of co-funding you may receive, and a description of any conditions, constraints or dependencies associated with it.

Please make note of any **actual or perceived conflicts of interest** where relevant in your application and advise how these will be managed.

**Application process and deadlines**

If you would like to apply for funding from the SEEC Fund and the associated SEEC Equipment and Devices Fund**, you must make an application using this form**. If you have further supporting documents that you would like to include, please attach the documents when you submit your application.

Applications must be emailed to [seec@mbie.govt.nz](mailto:seec@mbie.govt.nz) by **midnight on 30 October 2023**.

Two online workshops on the application process will be held on Tuesday, 12 September 2023 and Wednesday 4 October 2023. Details on how to register for the workshops are on the [SEEC webpage](https://www.mbie.govt.nz/building-and-energy/energy-and-natural-resources/energy-hardship/support-for-energy-education-in-communities-programme/). These workshops are open to all, and will be most beneficial to applicants new to the SEEC programme.

Applications will be assessed by a panel against the funding focus and criteria. Applicants will be notified on the outcome and next steps once decisions are made. This is expected to be in November 2023.

The final decision on the amount of funding awarded to an applicant rests solely with the Ministry and you are not guaranteed to receive the full amount of funding requested even if your application is successful.

More information about the key success factors of previous SEEC initiatives, the assessment criteria, and MBIE’s energy hardship measures can be found on page 11.

If you have any questions, please email the SEEC project team at [seec@mbie.govt.nz](mailto:seec@mbie.govt.nz)

**Section 1: Proposal and applicant details**

**1.1 Proposal key details**

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| --- | --- |
| **Title** | *[Short title for your initiative, max 10 words.]* |
| **Summary of initiative** | *[Note this may be used in media releases or other communications. Max 100 words.]* |
| **Location of initiative** | *[Outline the location of the initiative and any regions within New Zealand that will benefit from the investment in this initiative.]* |
| **Duration of the initiative** | *[If you are eligible to be considered for long-term funding (see section 2.2 below), please state if you are applying for funding for one, two or three years.]* |
| **Total amount of funding sought**  (max $200,000 per year) | *[Total funding sought from:*   * *The SEEC Fund, and* * *The SEEC Equipment and Devices Fund.*   *The combined total must not exceed $200,000 for one-year initiatives.]* |
| **Estimated total cost of the initiative** | *[Total cost of the entire initiative. Please include an outline of co-funding from partners and existing funding streams.]* |
| **Anticipated start and completion date of initiative** | *[Please note any significant factors that may influence when the initiative could start and/or finish.]* |

**1.2 Applicant key details**

|  |  |
| --- | --- |
| **Legal name** |  |
| **Trading as** | *[If different to above]* |
| **Type of organisation** | *[I.e. limited liability / incorporated society / trust / other]* |
| **NZ Business Number** | *[If applicable]* |
| **Postal address** |  |
| **Website address** | *[If applicable]* |

**Primary contact**

|  |  |
| --- | --- |
| **Full name** |  |
| **Job title or role** |  |
| **Phone number** |  |
| **Email address** |  |

**Secondary contact**

|  |  |
| --- | --- |
| **Full name** |  |
| **Job title or role** |  |
| **Phone number** |  |
| **Email address** |  |

**Section 2: About the applicant organisation**

In this section, you need to provide information about your organisation. It is important that SEEC delivery organisations are **trusted**, **connected**, and **integrated**. This means we’re looking for applicants who:

* Can provide credible, independent, electricity-specific advice and support services.
* Are known and trusted by their target audience.
* Have effective ways of reaching households.
* Can connect with other relevant services and, where possible, leverage additional non-government funding.

**2.1 Applicant overview**

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| Please use the space below to answer the following questions:   * What are the aims of the organisation? * What is the organisation’s capability and experience with delivering relevant support services? * What community groups does the organisation primarily work with?   Please also add any other information about your organisation you believe relevant to this section. |
| *[max 600 words]* |

**2.2 Eligibility for 2–3-year funding**

In this funding round, there is limited funding available to scale up initiatives to run over 2 – 3 years. Applicants are eligible for up to $200,000 per year, for up to three years. Only applicants who have previously received SEEC funding, and can demonstrate a proven record of effectively delivering relevant support services, are eligible.

If you are eligible, and would like your proposal considered for funding for up to three years, MBIE will work with you on how your proposal could be scaled up.

Note: this section is only applicable if you want to be considered for long-term funding. If this does not apply, do not fill in this section.

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| If you want to apply for long-term funding and have previously received SEEC funding, please state the name of your previous initiative/s and the amount of SEEC funding you received. |
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**Section 3: About the proposal**

In this section, you need to provide information about your proposed initiative.

This funding round will look to support more initiatives that help Māori and Pacific households (statistics released earlier this year found Māori and Pacific peoples are more likely to experience energy hardship.). However, the assessment panel will be considering all applications that meet the criteria below.

Your proposed initiative will be assessed against the following criteria:

* **Targeted** - The initiative must focus on helping households in energy hardship, including renters and owner-occupiers, and involve the account-holder where possible. Where appropriate, the initiative is designed using culturally relevant frameworks and concepts, and will be delivered accordingly.
* **Measurable** - Applicants must be able to measure and monitor the initiative in a way that is appropriate to the nature and duration of the initiative. Applicants must be able to provide evidence of the outcomes it achieves.

**3.1 Proposal overview**

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| Please use the space below to answer the following questions:   * What is your proposal and how will it help households in energy hardship? (note: you may wish to refer to the measures of energy hardship, listed on page 12, in your answer.) * What community group/s will benefit? How will you reach your intended target group/s?   Please also add any other information about your proposal you believe relevant to this section. |
| *[max 750 words]* |

**3.2 Partnerships**

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| Please use the space below to answer the following questions:   * Have you worked with/consulted your target audience to develop your proposal? * Who you will work with to deliver your initiative (e.g. will you partner with wider energy, housing, health and social support services, marae, pacific churches etc)? What is their involvement? * Have you secured any co-funding for your proposal?   Please add any other information about your partnerships that you believe is relevant. |
| *[max 500 words]* |

**3.3 Proposal outcomes**

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| Please use the space below to answer the following questions:   * What outcome do you hope to achieve? What will you deliver to achieve this? * What do you consider to be your key milestones? * How will you monitor the progress of your initiative towards its intended outcome?   Please add any other information you believe relevant to this section. |
| *[max 500 words]* |

**3.4 Ability to scale down**

There is a limited amount of funding available. While applications can be made for funding of up to $200,000 per year, there is no guarantee you will receive the full amount requested.

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| Please use the space below to answer the following questions:   * Can your initiative be scaled down? * If so, how would this be done and what is the minimum level of funding you would need? |
| *[max 500 words]* |

**Section 4: Initiative components and funding**

In this section, you need to provide a high-level description of the key components of your initiative, along with performance indicators, start and end dates, and cost information for each. Examples of initiative components are included in italics below.

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| --- | --- | --- | --- | --- |
| **Initiative component** | **Key performance indicator(s) for completion** | **Estimated start date** | **Estimated end date** | **Total cost to deliver this milestone** |
| *e.g. providing LED lightbulbs to households to help achieve energy wellbeing* | *Number of households our organisation provides lightbulbs to.* | *01/11/2023* | *30/06/2024* | *$1000* |
| *e.g. providing training to staff members to educate people to help achieve energy wellbeing* | *Number of staff trained.* | *01/02/2024* | *30/03/2024* | *$2000* |
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**Section 5: Declaration**

Please submit your application by **midnight on 30 October 2023**. By submitting an application you are agreeing to the following:

1. The Ministry may rely upon all statements you make in your application and in correspondence or negotiations with the Ministry or its representatives. If an application is successful, any such statements may be included in a resulting funding agreement.
2. You must ensure all information you provide to the Ministry is complete and accurate. The Ministry is under no obligation to check any application for errors, omissions, or inaccuracies. You must notify the Ministry promptly upon becoming aware of any errors, omissions, or inaccuracies in your application or in any additional information you provide.
3. Any application or information you supply to the Ministry will become the property of the Ministry and may not be returned to you. Ownership of the Intellectual Property rights in an application does not pass to the Ministry. However, in submitting an application, you grant the Ministry a non-exclusive, non-transferable, perpetual licence to retain, use, disclose, and copy your application for any purpose related to this application process.
4. You and the Ministry will each take reasonable steps to protect confidential information and, subject to paragraph 6, and without limiting any confidentiality undertaking agreed between them, will not disclose confidential information to a third party without the other’s prior written consent.
5. You and the Ministry may each disclose confidential information to any person who is directly involved in the application process on its behalf, such as officers, employees, consultants, contractors, professional advisors, evaluation panel members, partners, principals or directors, but only for the purpose of participating in the application process.
6. You acknowledge that the Ministry’s obligations under paragraph 4 are subject to requirements imposed by the Official Information Act 1982 (OIA), the Privacy Act 2020, parliamentary and constitutional convention and any other obligations imposed by law. Where the Ministry receives an OIA request that relates to your application, the Ministry will consult with you and may ask you to explain why the information is considered by you to be confidential or commercially sensitive.
7. No contract or other legal obligations arise between you and the Ministry out of or in relation to this application or application process, until a formal written contract (if any) is signed by both you and the Ministry.
8. This application does not constitute an offer by the Ministry to provide funding or enter into any agreement with you. The call for and receipt of applications does not imply any obligation on the Ministry to contract any funding requested in your application. The Ministry will not be bound in any way until a contract is executed.
9. Any verbal communications made during the application process will not be binding on the Ministry.
10. The Ministry may make public the following information:
    1. the title of your initiative
    2. the name of your organisation
    3. the brief summary of your initiative provided under section 1.1 of the application form
    4. the total amount of funding and the period of time for which funding has been approved.
11. The Ministry asks that you don’t release any media statement or other information relating to the process outlined in this application, or the submission or approval of any application to any public medium without providing sufficient advance notice to the Ministry.

Applicants need to complete the details below for the above SEEC funding application (“application”).

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| By checking this box you declare that the above information is true and accurate and acknowledge that if funding is approved, the Ministry of Business, Innovation and Employment retains a right to audit how funding was used. | ☐ |
| The applicant is compliant and will continue to comply with all applicable laws, regulations, rules and professional codes of conduct or practice including but not limited to, health and safety and employment practices. | Yes: ☐ No: ☐ |
| Has this initiative ever been declined Crown Funding in the past? | Yes: ☐ No: ☐ |
| Is the applicant or any individual in the organisation (including the Applicant’s Leadership Team, directors, partners, trustees, or any key members of the organisation) currently or ever been insolvent or subject to an insolvency action, administration or other legal proceedings? | Yes: ☐ No: ☐ |
| Is any individual involved in the application or the initiative under investigation for, or has any individual been convicted of, any offence that has a bearing on the operation of the initiative? | Yes: ☐ No: ☐ |
| It is understood that if the initiative is approved for SEEC funding, the information provided in this document and the support material provided as part of this application will be used to develop a funding agreement. | Yes: ☐ No: ☐ |
| I have secured all appropriate authorisations to submit the application, to make the statements and to provide the information in the application. | Yes: ☐ No: ☐ |
| The applicant warrants that it has no actual, potential or perceived conflict of interest (except any already declared in the application) in submitting the application, or entering into a contract to carry out the initiative.  Where a conflict of interest arises during the application or assessment process, the applicant will report it immediately to the Ministry’s Energy Use Policy team by emailing [seec@mbie.govt.nz](mailto:seec@mbie.govt.nz) | Yes: ☐ No: ☐ |
| I understand that the falsification of information, supplying misleading information, or the suppression of material information in this application, may result in the application being eliminated from the assessment process and may be grounds for termination of any contract awarded as a result of this application process. | Yes: ☐ No: ☐ |

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| --- | --- | --- | --- | --- |
| *Enter Text* |  | *Enter Text* |  | *Select Date* |
| **Full name** |  | **Signature** |  | **Date** |

**Additional information**

**Learnings from previous projects**

Since 2020, 41 projects have received SEEC funding. From these projects, we know there are common features that have led to projects successfully increasing the energy wellbeing of households:

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| **Reaching communities that are over-represented in energy hardship** |
| * Building trust within communities and households can take time but is an important foundation to enable house visits. * Forming partnerships with community groups such as Māori community service providers and Pasifika churches have proven to be successful in reaching communities. * Projects that draw on tikanga Māori principles have been effective in reaching Māori. * Marae-based initiatives and community events/hui have proved successful in reaching a large number of households in a targeted community. |
|  |
| **Designing and planning in a way that enables flexible delivery** |
| * Most projects have found success in completing a mixture of personalised assessments (both in-home and through video calls) and community events/hui. * Providing free equipment such as blankets and heaters is an effective way to complement home education and increases the level of engagement of households. * Information and actions to support the advice are simple to understand and easy to do. * Providers have utilised remote assessments (for example, video calls) to manage the impact of COVID-19 on the ability to have face-to-face engagement with households. |
|  |
| **Implementing actions that lead to energy savings for households** |
| * It is important that the information and education provided, and the actions to support this advice, are simple to understand and easy to do. For example, these small changes can each deliver significant average energy savings, ranging from $180 to $230 per year:   + more efficient heat pump use through cleaning filters   + installing LEDs   + installing an efficient showerhead and reducing shower times by one minute   + turning off second fridges, and   + switching electricity plans to a lower-cost option. * Small additions to the home such as curtains, draught stoppers, and appropriate seals also result in significant decreases in a household’s power bill and increase the ability of a home to retain heat. * Undertaking simple repairs, identifying water leaks and eliminating mould have also proven to significantly increase the energy wellbeing of those in the home. * Many of the whānau who participated in one of the initiatives lived in sub-standard housing such as tents and sheds. There is a need to take a broader, more holistic approach when engaging with vulnerable communities. |

**Measures of energy hardship**

In June 2023, MBIE released an initial set of measures that can be used to understand the level of energy hardship in New Zealand, and amongst various demographic groups. These measures can also help monitor how energy hardship changes over time.

We know that energy hardship can look very different between households, and as a result, it is difficult to develop a set of measures that captures all experiences. However, these measures can be used to help develop or improve initiative aimed at reducing levels of energy hardship.

* **Could not pay electricity, gas rates, or water bills on time more than once in the last 12 months**: Households that have been unable to pay bills on time are likely to be at risk of disconnection.
* **Cannot afford to keep dwelling adequately warm**: Direct measure of energy hardship as shows energy rationing and the ability of the household to pay for heating.
* **Put up with feeling cold a lot to keep costs down**: Direct measure of energy hardship as shows energy rationing.
* **Dampness and/or mould a major problem**: Indicates poor housing quality and internal environment – such a dwelling is likely to be underheated. Additionally, damp homes require more energy to heat.
* **Trouble heating accommodation and or/keeping it warm in winter**: Indicative of quality of dwelling as it is unlikely to be energy efficient and more costly to heat/cool and maintain at a healthy temperature.

**Assessment criteria**

The table below outlines the criteria all applicants and proposals will be assessed against.

|  |  |
| --- | --- |
| **Criteria** | |
| *Trusted* | **Trusted to deliver**  Applicants must be able to provide credible, independent, electricity-specific advice and support services, ideally personalised to the household.  If the initiative provides training, the applicant needs to demonstrate how the initiative will help others (e.g. advisors) achieve the above.  **Trusted by the target audience**  Applicants are known and trusted by their target audience. |
| *Connected* | Applicants must have effective ways of reaching eligible households, especially those that are hard to reach and unaware help is available. This could be because they are directly connected to their target audience or via a community group (e.g. local marae, pacific churches etc).  If the initiative provides training, the applicant needs to demonstrate how the initiative will help others (e.g. advisors) achieve the above. |
| *Integrated* | Applicants must have the ability to connect with other relevant services and, where possible, leverage additional non-government funding. |
| *Proven* | Applicants for long-term funding must demonstrate a proven track record of effectively delivering relevant support services. |
| *Targeted* | The initiative must focus on helping households in energy hardship, including renters and owner-occupiers, and involve the account-holder where possible.  Where appropriate, the initiative is designed using culturally relevant frameworks and concepts, and will be delivered accordingly. |
| *Measurable* | Applicants must be able to measure and monitor the initiative in a way that is appropriate to the nature and duration of the initiative.  Applicants must be able to provide evidence of the outcomes it achieves. |